

LOAN APPLICATION CHECKLIST

(Submit all attachments in the following order to the back of the completed application)

☐ **APPLICATION**

☐ **\$300.00APPLICATION FEE**

☐ **BUSINESS FINANCIAL STATEMENTS**

Annual (last 3 years) and interim (within 90 days) business financial statements for borrower, guarantors, and affiliated entities. The financial statements must include balance sheets, income statements, cash flow statements, an aging of accounts receivable and payable and ORIGINAL SIGNATURE(S) of the person(s) completing this application.

☐ **TAX RETURNS**

☐ **STATE TAX ID #**

Copies of executed federal tax returns for the last three years for borrower, guarantors, and affiliated entities.

☐ **OWNERS PERSONAL FINANCIAL STATEMENTS**

Complete Exhibit A, Personal Financial Statement Form, with ORIGINAL SIGNATURES and date, for all persons owning 20% or more of the business, or any guarantors.

☐ **CREDIT AUTHORIZATION**

Complete Exhibit B, Credit Authorization Form, with ORIGINAL SIGNATURES and date, for all persons owning 20% or more of the business, or any guarantors.

☐ **OWNERS PERSONAL TAX RETURNS**

Copies of executed federal tax returns (last three years) for all persons owning 20% or more of the business, or any guarantors.

☐ **BUSINESS PLAN**

Business Plan for the business and the proposed project. An outline of a typical business plan is provided.

☐ **LEASE/PURCHASE AGREEMENT**

Copies of executed lease or purchase agreements, or contingent (upon financing) lease or purchase agreements for the project site.

☐ **BUSINESS FINANCIAL PROJECTIONS**

Two year financial projections for business (income statements and cash pro forma).

(OVER]

LOAN APPLICATION CHECKLIST

(continued)

☐ **PROJECT SOURCES AND USES OF FUNDS**

Complete Exhibit C, Project Sources and Uses of Funds Form. Please include details of how funds will be used, for example a breakdown of equipment or how working capital will be utilized.

☐ **FINANCING COMMITMENT LETTERS**

Copies of commitments or other documentation for all other funding sources listed in Exhibit C pertaining to this project. This documentation must include anticipated rates and terms for all financing, and the contact persons names and phone numbers.

☐ **PRESENT DEBT OBLIGATIONS**

Complete Exhibit D, Present Debt Obligations Form

☐ **ARTICLES OF INCORPORATION, BY-LAWS, PARTNERSHIP AGREEMENTS, ETC.**

Articles of Incorporation, By-Laws, Partnership Agreements, Shareholder or Management Agreements, and other Corporate or Partnership Agreements affecting control or ownership of the entity.

☐ **ENVIRONMENTAL QUESTIONNAIRE**

Complete Exhibit E, Environmental Questionnaire.

☐ **BUSINESS LICENSE AND FICTITIOUS BUSINESS NAME STATEMENT**

Copy of current business license and Fictitious Business Name Statement if d.b.a. is specified under Section I, Applicant Information.

☐ **ZONE ADMINISTRATOR'S CERTIFICATION**

Complete Exhibit F, Zone Administrator's Certification.

☐ **APPLICANT'S CERTIFICATION**

Complete Exhibit G, Zone Applicant's Certification.

Note: Review your application and exhibits for completeness. Substantially incomplete packages will not be accepted.

PRIVACY NOTICE

The information requested in this loan application will be used by the California Integrated Waste Management Board (CIWMB) for the purpose of determining the eligibility and creditworthiness of the loan Applicant, and the Applicant's ability to secure and repay the loan. In the event of sale or securitization of loans, information will be reviewed by public rating agencies, prospective investors or purchasers, or their agents. Such review will be subject to a confidentiality agreement.

Portions of the information in the application may be transferred to members of the CIWMB's Loan Committee and to other state agencies assisting the CIWMB with administration and maintenance of this program, including but not limited to the Department of Economic Opportunities, the Office of the State Controller, the Department of General Services, the Department of Real Estate, the Trade and Commerce Agency and the California State Attorney General. Designated items provided in this application may also be entered into the CIWMB's Business Intake Database which will be accessible to the public.

This notice is required by Section 1798.17 of the Information Practices Act of 1977 (California Civil Code Sections 1798 through 1798.78) and the Federal Privacy Act (5 USC 552a, subd. (e) (3) whenever an agency requests personal information from an individual.

The information requested in this application is mandatory for all applicants, and is authorized by Public Resources Code section 42010 and the CIWMB's regulations found in Title 14 of the California Code of Regulations, Sections 17930 through 17936. Failure to provide the information may result in an Applicant not receiving a loan from the CIWMB.

Applicants have the right to review their loan application files. The official responsible for maintenance of the loan application files is: Loan Administrator, Recycling Market Development Revolving Loan Program, California Integrated Waste Management Board, 1001 I Street, Mail Stop # 11, PO Box 4025 Sacramento, CA, 95812-4025

**RECYCLING MARKET DEVELOPMENT
REVOLVING LOAN PROGRAM****APPLICATION****Loan #** _____

Please complete the application and supporting documents with original signatures and a \$300 application fee.

SECTION I. APPLICANT INFORMATION

Name of Business		d.b.a. (if used)	
Street Address	City	State	Zip Code
Contact Name	Title	Phone	Fax
<input type="checkbox"/> Corporation	<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Sole Proprietorship
How did you learn of the program?	<input type="checkbox"/> Board Staff (State)	<input type="checkbox"/> Zone Administrator (Local)	<input type="checkbox"/> Other (specify) _____
Was a consulting or finder's fee paid? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, to whom was the fee paid? _____ Amount Paid: \$ _____	
Federal Tax I.D. No:	Date Business Established:	Date when operations began:	
Business Owner Name	Title	% of Ownership (must total 100%)	
Accountant Name	Street Address	City, State, Zip Code	Contact Phone
Bank Name	Street Address	City, State, Zip Code	Contact Phone

SECTION II. LOAN INFORMATION

Requested Loan Amount:	Requested Term of the Loan:
Use of Funds:	<input type="checkbox"/> Real Property <input type="checkbox"/> Working Capital <input type="checkbox"/> Onerous Debt Refinancing <input type="checkbox"/> Machinery & Equipment <input type="checkbox"/> Site Improvements <input type="checkbox"/> Loan Origination Fees
Collateral offered for loan:	
Type	Estimated Value Description
Real Property (address, acreage, zoning)	_____
Machinery & Equipment	_____
Other Business Assets (Specify)	_____
Other personal Assets (Specify)	_____

Site Information: ☐ Own ☐ Lease (Submit the executed lease or purchase agreement.)

SECTION III. PROJECT INFORMATION

Provide brief summaries on the following items:

Product Description:

Type of Recycled Material Utilized (i.e., HDPE, PP, crumb rubber):

Source of Recycled Feedstock:

Major Customers:

Competitors:

Keys to Success:

Current annual tons of postconsumer or secondary waste material diverted and utilized as feedstock:

Projected annual tons of postconsumer or secondary waste material that will be diverted and utilized as feedstock as a result of this loan:

Current Employment:

Number of new jobs to be created as a result of this loan:

SECTION IV. CREDIT AND LEGAL INFORMATION

If the answer to any of the following questions is yes, attach a written explanation.

Has the applicant business ever declared bankruptcy? ☐ Yes ☐ No

If Yes: ☐ Chapter Filed: _____ Date Filed: _____ Case Number: _____

Present Status: ☐ Case Dismissed ☐ Debts Discharged ☐ Payment Plan ☐ Pending

Has the applicant business ever experienced foreclosures, repossession, debt judgement or criminal penalty within the last seven years?

☐ Yes ☐ No

No

Are there any legal actions (claims, lawsuits, etc.) pending against the applicant business?

☐ Yes ☐ No

Is the applicant business an endorser, guarantor or co-maker for obligations not listed on its financial statements?

☐ Yes ☐ No

If yes, list total contingent liability: _____

SECTION V. APPLICATION AGREEMENT AND SIGNATURES

I/We certify that all information in this application and all information provided in support of this application is true and complete to the best of my/our knowledge and belief. I/we authorize the California Integrated Waste Management Board to obtain business credit reports and conduct any other inquiries deemed necessary to determine the creditworthiness of the applicant business. Each person signing below certified that he/she is signing on behalf of the applicant business in the capacity indicated next to the signer's name and such signer is authorized to execute this application on behalf of the applicant business.

I/We certify that the business is in compliance with all local, State and Federal laws, regulations, requirements and rules, including the California Environmental Quality Act found in Public Resources code Sections 2100, et.seq.

I/We understand that information contained in Sections 1, 2, and 3 of this application (with the exception of Accountant name, Bank name, Source of Feedstock, Customers, Competitors and Keys to Success) will become public information during the administration of this program, and that any loan agreement that I/we may sign and its attachments will be public information. All other information provided in this application should be considered trade secret, confidential or proprietary information as described in 14CCR 17041 through 17056 and be treated accordingly.

Authorized Signature Print Name & Position Title Date

Authorized Signature Print Name & Position Title Date

Authorized Signature Print Name & Position Title Date

Authorized Signature Print Name & Position Title Date

EXHIBIT A
PERSONAL FINANCIAL STATEMENT

As of _____, 19

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock and each corporate officer and director, or (4) any other person or entity providing a guaranty on the loan.

Name	Business Phone:
Residence Address	Residence Phone:
City, State & Zip Code	
Business Name of Applicant/Borrower	

ASSETS	(Omit Cents)	LIABILITIES	(Omit Cents)
Cash on Hand & in	\$ _____	Accounts Payable	\$ _____
Banks	\$ _____	Notes Payable to Banks and Others	\$ _____
Savings Account in	\$ _____	(Describe in Section 2)	
Banks	\$ _____	Installment Account (Auto)	\$ _____
IRA or Other Retirement	\$ _____	Monthly Payments \$ _____	
Account	\$ _____	Loans on Life	\$ _____
Accounts & Notes Receivable	\$ _____	Insurance	\$ _____
Life Ins. Cash Surrender Value Only	\$ _____	Mortgages on Real Estate	\$ _____
(Complete Section 8)		(Describe in Section 4)	
Stocks and Bonds	\$ _____	Unpaid Taxes	\$ _____
(Describe in Section 3)		(Describe in Section 6)	
Real Estate	\$ _____	Other Liabilities	\$ _____
(Describe in Section 4)		(Describe in Section 7)	
Automobile-Present Value	\$ _____	Total Liabilities	\$ _____
Other Personal Property	\$ _____	Net Worth	\$ _____
(Describe in Section 5)			
Other Assets	\$ _____		
(Describe in Section 5)			
Total	\$ _____	Total	\$ _____

Section 1. Source of Income

Salary..... \$ _____
 Net Investment Income..... \$ _____
 Real Estate Income

Real Estate Income

Other Income (Describe)

Contingent Liabilities

As Endorser or Co-Maker..... \$ _____
 Legal Claims and Judgments..... \$ _____
 Provision for Federal Income Tax

Provision for Federal Income Tax

Other Special Debt..... \$ _____

Description of Other Income in Section 1 (Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.)

Section 2. Notes Payable to Bank and Others (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (Monthly,	How Secured or Endorsed / Type of Collateral
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				etc.)	

Section 3. Stocks and Bonds. *(Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)*

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. *(List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)*

	Property A	Property B	Property C
Type of Property			
Name & Address of Title Holder			
Date Purchased / Original Cost			
Present Market Value			
Name & Address of Mortgage			
Mortgage Balance			
Amount of Payment per			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. *(Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency.)***Section 6. Unpaid Taxes** *(Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches).***Section 7. Other Liabilities** *(Describe in detail).***Section 8. Life Insurance Held.** *(Give face amount and cash surrender value of policies - name of insurance company and beneficiaries).*

If the answer to any of the following questions is yes, attach a written explanation.

Have you ever declared personal bankruptcy? ☐ Yes ☐ No

If yes: Chapter Filed _____

Date Filed: _____

Case Number: _____

Present Status: ☐ Case Dismissed

☐ Payment Plan

☐ Debts Discharged

☐ Pending

Have you ever experienced foreclosure, repossession, debt judgement or criminal penalty within the last seven years? ☐ Yes ☐ No

Are there any legal actions (claims, lawsuits, etc.) pending against you? ☐ Yes ☐ No

I authorize the California Integrated Waste Management Board to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan.

Signature:

Date:

Social Security Number:

EXHIBIT B

CREDIT CHECK AUTHORIZATION FORM

Applicant: _____

California Integrated Waste Management Board
Attn: Recycling Market Development Revolving Loan Program
1001 I Street, Mail Stop 11
PO Box 4025
Sacramento, CA 95812-4025

RE: Credit Check Authorization

To Whom It May Concern:

This letter is to give authorization for the California Integrated Waste Management Board to initiate a credit check on my personal credit history in conjunction with the application for a Recycling Market Development Revolving Loan Program loan for _____.

With this certification, you are authorized to check my credit references. You are also authorized to verify information with various taxing entities, including, but not limited to, the State of California Franchise Tax Board, Board of Equalization and the Federal Internal Revenue Service.

A photocopy of this authorization may be deemed to be the equivalent of the original and may be used as a duplicate original.

Sincerely,

Original Signature

Date

Printed Name

Street Address

Social Security Number

City, State, Zip

Date of Birth

EXHIBIT C

PROJECT SOURCES & USES OF FUNDS

Indicate all sources of financing for the project in these columns and total at bottom. Include rates, terms and annual debt service for each funding source listed below.

SOURCES & USES OF FUNDS	RMDZ Loan Request				Total
Real Estate Purchase					
Machinery and Equipment					
Furniture & Fixtures					
Leasehold Improvements					
Working Capital					
Loan Fees					
TOTALS					

EXHIBIT D

PRESENT DEBT OBLIGATIONS

As of _____

Complete the following for all present debt obligations of the business. Do not include proposed debt pertaining to this project.

Loan Number	Creditor Name and Address	Original Date	Original Amount	Present Balance	Interest Rate	Maturity Date	Monthly Payment	P & I Annual Debt	Collateral	Current or Delinquent
			\$	\$			\$	\$		
			\$				\$	\$		
			\$	\$			\$	\$		
			\$	\$			\$	\$		
			\$	\$			\$	\$		
			\$	\$			\$	\$		
TOTAL PRESENT BALANCE				\$						

Same date as most recent financial statement.
 Total must agree with balance shown on most recent balance sheet.

EXHIBIT E

ENVIRONMENTAL QUESTIONNAIRE

Applicant: _____

The purpose of this questionnaire is to discern the possible risks which may arise from hazardous waste or materials related to the project. **It is intended to be completed by the applicant and is not meant to take the place of a professional hazardous waste assessment. A Phase One Environmental Assessment may be required on any commercial, industrial, or agricultural property offered as security for the loan. A Phase Two environmental report and mitigation plan will be required on those projects with potential hazardous contamination findings.**

Property Address: _____
Street City, State Zip

1. Describe past/present nonresidential uses of the site and adjacent sites. Identify current owner, use of the property and current tenants.
2. Is the property, or are any of the adjacent properties, on federal, state, or local lists of hazardous waste sites (such as CERCLA, Superfund, etc.)?
3. Is the property or any portion of the property the subject of environmental litigation or any regulatory enforcement action? Has it ever been the subject of such litigation or enforcement action?
4. Are there any easements on the property (i.e., roadways, pipelines) with potential environmental implications which could cause hazardous releases or spills? What is the current zoning of the property?
5. Describe physical signs of toxic/hazardous contamination on or around the site, including stained soil or concrete; vegetation damage; foul or unusual odors; oily sheen or discoloration of surface water; or evidence of excavation, filling or other earth moving activities.
6. Describe any actual or potential asbestos-containing materials present at the site or in the equipment, including sprayed-on fireproofing or acoustical ceilings; pipe wire; friable ceiling tiles; and acoustical plaster.

(over)

EXHIBIT E

(continued)

7. Is there any evidence of urea formaldehyde insulation at the site?
8. Are there now, or have there ever been, any underground storage tanks on the property?
9. Is there or has there been storage of hazardous waste, such as pesticides, solvents, petroleum hydrocarbons (i.e., gasoline, fuel oil) or explosives?
10. Are there electrical transformers or capacitors on the property which may contain polychlorinated biphenyls (PCBs)?
11. Are there ground water wells, sumps, ponds or lagoons or other contaminants on the property?
12. Are you aware of any previous environmental assessments, audits or inspections of the property? If so, describe and attach relevant documents.

PERSON COMPLETING QUESTIONNAIRE:

Signature	Printed Name	Date Signed
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TITLE OR POSITION:_____

RESPONSIBILITIES OR DUTIES:_____

YEARS WITH COMPANY:_____

PHONE NUMBER:_____

The following are information sources which may assist you in your completion of the questionnaire. The list is not meant to be all-inclusive.

1. Review of chain of title.
2. Building, zoning, conditional use permit files--local building, planning departments. Also, local planning departments have list of identified hazardous waste sites.
3. Local Health Department.
4. Interviews with past and present owners.
5. Aerial photos--the local planning department may be a source for these.
6. Insurance Records.
7. Press reports, local newspapers.
8. Regional Water Quality Control Board.
9. California Integrated Waste Management Board.
10. State Department of Health Services, Toxic Substances Control Division, Site Evaluation Program.
11. U.S. Environmental Protection Agency.

EXHIBIT F

ZONE ADMINISTRATOR'S CERTIFICATION

Applicant: _____

The following must be signed by the Recycling Market Development Zone Administrator of the area in which the project is located.

I certify that the requested loan is compatible with the Zone plans and objectives required pursuant to Sections 17907 and 17909 of Title 14 of the California Code of Regulations and is otherwise fully supported by this Zone, and that by signing this certification I am attesting to the reasonableness of the employment and diversion projections of the project.

Zone: _____

_____	_____	_____
Zone Administrator Signature	Printed Name	Date Signed

BUSINESS PLAN OUTLINE

1. Description of the Business
 - Name and location
 - Legal Structure
 - Principal owners
 - Nature of Business
 - History of the Business
2. Product or Service
 - Describe product line(s) or type(s) of service
 - Describe materials and supply sources
 - Methods of production
 - Quality and cost of production or service
3. Market Information
 - Market area and trends
 - Customers and potential new customers
 - Competition, names, locations and size
 - Advantage of your product/service over the competition
4. Advertising and Distribution
 - Methods of advertising and promotion
 - Sales Methods
 - Pricing Policy
 - Customer Service
5. Facilities
 - Location
 - Size, zoning
 - Age and condition
 - Expansion opportunities
6. Management and Personnel
 - Management expertise
 - Key personnel (position, qualifications)
 - Professional Services
 - Present and future manpower requirements
 - Personnel breakdown - skill levels, hours, wage rates, unionization, etc.
7. Benefits to the Community
 - Jobs created/retained
 - Meeting community needs
 - Increased community tax base
8. Summary of Future Plans
 - Short range and long range
 - Expansion
 - Relocation

Note: *This outline is intended to assist in developing a business plan. A business should address the key areas in a way which best summarizes the business and/or project.*

Applicants' Certification

Applicant: _____

The following must be signed by the president/general partner(s)/owner(s) of the company who is applying for a loan as specified in Section 1A of this application.

I/we certify that all the information in this application and all information furnished in support of this application are true and complete to the best of my/our knowledge and belief and that the project is in compliance with all local, state, and federal laws, regulations, requirements and rules, including the California Environmental Quality Act found in Public Resources Code Sections 21000, et.seq. Verification may be obtained from any source named, and I/we agree to submit personal credit checks.

I understand that information contained in Sections 1, 2, and 3 of this application (with the exception of accountant name, bank name, source of feedstock, customers, competitors and keys to success) will become public information during the administration of this program, and that any loan agreement that we may sign and its attachments will be public information. All other information provided in this application should be considered trade secret, confidential or proprietary information as described in 14 CCR 17041 through 17046 and be treated accordingly.

Signature

Printed Name

Date Signed

Signature

Printed Name

Date Signed